

V. AVIATION MAINTENANCE

10. Publications (FIXED WING)

a. Account Management Program

- (1) Is documentation of the Initial Distribution (12 Series) requirements reviewed and maintained? (*DA Pam 25-33 Para 5.1 g.*) **P / F / NA**
- (2) Are publication requirements reviewed at least twice a year? (*DA Pam 25-33 par. 5.6.b*) **P / F / NA**
- (3) Is documentation on hand to verify review accomplishment? (*DA Pam 25-33 par.5.6.b.*) **P / F / NA**
- (4) Is documentation of internal distribution information showing each sub account's quantity maintained? (*DA Pam 25-33, Para 5-1.a.*) **P / F / NA**
- (5) Are copies of resupply orders pending, including sub account information maintained? (*DA Pam 25-33, Para 5-1.b*) **P / F / NA**
- (6) Is documentation maintained of publications / forms you have received and the internal distribution made? (*DA Pam 25-33, Para 5-1c*) **P / F / NA**
- (7) Is the DA Form 12-R maintained and checked twice yearly to verify account information? (*DA Pam 25-33, Para 5-3*) **P / F / NA**
- (8) Are current publications provided to the contractor? (*C-12/UC-35 SOW, Para 3.2.5 and Appendix K*) **P / F / NA**

b. Office Management

- (1) Does the unit have a SOP and or a written Publications Management plan signed by the commander? **P / F / NA**
- (2) Are the procedures for establishing the quantity of publications, updating the Initial Distribution (12 Series) requirements, publications manager and sub account holders responsibilities, ordering forms and pubs, and control and storage of classified, accountable, or sensitive publications included in the SOP / Plan? (*AR 385-95 Para 3.3., PAM 25-33, Para 5-1 and Para 5-9, AR 25-30, Para 1-28 b., AR 380-5*) **P / F / NA**
- (3) Is documentation on hand to verify review accomplishment? (*DA Pam 25-33 par. 5.6.b.*) **P / F / NA**
- (4) Is the Publications Officer or NCO appointed on unit orders? (*DA Pam 25-33, para 2h.*) **P / F / NA**
- (5) Is training available for publications account personnel (publications officer/NCOIC)? (*AR 25-30, Para 1-28 d*) **P / F / NA**

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REFERENCES:

AR 25-30	03 Jun 2006
AR 380-5	29 Sep 2000
AR 385-95	10 Dec 1999
C-12/UC-35 SOW	26 Sep 2005
C-12 LCCS	
DA Pam 25-33	15 Sep 1996
FM 3-04.500	23 Aug 2006